



DEPARTMENT OF CORRECTIONS AND REHABILITATION  
DIVISION OF FISCAL SERVICES  
ACCOUNTING SERVICES BRANCH

## DUTY STATEMENT

EFFECTIVE DATE: <b>December 21, 2022</b>	
CDCR INSTITUTION OR DEPARTMENT <b>Accounting Services Branch</b>	POSITION NUMBER (Agency – Unit – Class – Serial) <b>065-514-4870-902</b>
UNIT NAME AND CITY LOCATED <b>Corcoran</b>	CLASS TITLE <b>Student Assistant</b>
WORKING DAYS AND WORKING HOURS <b>Monday thru Friday: 8:00 a.m. to 5:00 p.m.</b>	SPECIFIC LOCATION ASSIGNED TO <b>1020 Chittenden Ave, Corcoran, Ca 93212</b>
CURRENT OR PROPOSED INCUMBENT (If known)	
You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly and with respect are critical to the success of the Department's mission.	
Effective on the date indicated, in accordance with state and departmental policies and procedures, and under close supervision from the Accounting Administrator I (Supervisor), the Student Assistant performs routine administrative or accounting functions as assigned. The duties and responsibilities are described below. This position has no supervisory responsibility.	
<b>DUTIES AND RESPONSIBILITIES</b>	
30%	Under close supervision in a learner capacity, the Student Assistant will assist in performing miscellaneous duties in the Travel unit. Duties may include, but are not limited to: audit and process the less complex travel expense claims in accordance to State and department guidelines, including CalHR policy, State Administrative Manual (SAM), and Bargaining Unit Contracts. Utilize the state travel processing system, CalATERS and the departments Accounting and Financial tracking system SAP for processing claims.
30%	Audit and process employee fringe benefits reimbursement expense claims in accordance to State and department guidelines, including CalHR policy, SAM and Bargaining Unit Contracts.
15%	Assist with organizing presentations/training, including scheduling virtual meetings, presenters and times for presentations. Assist with the production of materials for events. Perform physical inventories of office supplies. Organizing storage rooms and moving equipment, counting stock, and surplus equipment.
15%	Assist Accounting Services Branch (ASB) Corcoran administrator staff with technical support to provide fulfillment of the business needs within the ASB – Corcoran Travel unit. Effectively communicate progress of assigned tasks while working in a team environment.
10%	Cross trains on multiple desks within the unit to serve as backup when necessary. Assist in special projects as needed.

<b>KNOWLEDGE AND ABILITIES</b> Knowledge of: Principles and practices of financial record keeping; basic principles of accounting; office methods, procedures, and equipment; governmental accounting principles and procedures.  Ability to: Apply rules and regulations to specific cases; operate common office appliances used in financial record-keeping work; analyze and draw logical conclusions; analyze
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	situations accurately and adopt an effective course of action; establish a maintain cooperative relations with those contacted in the work; and speak and write effectively.
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SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I understand I am required to have at least 40 hours training annually, a minimum eight hours of which must be formal classroom training.</i></b>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak work periods or otherwise balance the workload.